



「使命夥伴 2018」捐款處理指引
零錢盒 / 奉獻封 / 「薪金獻克己」奉獻封
(適用於部隊、教育及社會服務單位)

(一) 收集捐款時段：2018 年 4 月 1 日至 6 月 30 日

點算捐款時請使用[現金點算記錄表]，連同正式收據副本(粉紅色)釘成一套，以作記錄。

(二) 簽發捐款收據

- (1) 拓展部已授權各單位向捐款人簽發**正式捐款收據**(詳情請參閱本指引第六部分)，惟必須使用由拓展部印製及附有編碼 (serial number) 的救世軍雙紅盾捐款收據 (manual receipt)。
- (2) 單位需填寫申請表[**申領使用捐款收據**]，於 3 月 2 日或之前向拓展部申請正式捐款收據簿。本部將於 3 月 19 至 30 日向各單位發放所有宣傳物資和捐款收據簿，單位領取時須簽收作記錄。
- (3) 正式捐款收據一般只簽發予港幣\$100 或以上的現金捐款 (義賣及入場券費用等不列作捐款)。若捐款少於港幣\$100 而捐款人要求，可應捐款人要求簽發此收據。
- (4) 簽發正式捐款收據時，單位負責人必須於收據上完整填妥下列資料：
 - 捐款日期
 - 捐款人姓名
 - 捐款金額
 - 捐款用途：使命夥伴基金
 - 收款人姓名及簽署
 - 單位印章
- (5) 正式捐款收據一式三份，正本 (白色) 交予捐款人；副本一份 (粉紅色) 與 [現金點算記錄表]，餘下一份 (粉藍色) 保留在收據簿，在完成活動後一併交還拓展部。
- (6) 本部此次分派的正式捐款收據簿只作「使命夥伴 2018」之用，不可用作簽發其他捐款。
- (7) 應**每月一次**收集「薪金獻克己」奉獻。奉獻封應循環使用，收到捐款後於封上簽收，然後發還奉獻封予該捐款人作下個月奉獻使用。
- (8) 所有正式捐款收據簿(包括已用及未用的)，均必須於 7 月 31 日或之前交回拓展部。(詳情請參閱本指引第五部分)



救世軍 港澳軍區
The Salvation Army
Hong Kong and Macau Command

(三) 存款

- (1) 單位應按部門現行的存款處理指引，安排存款的次數，或每周最少一次。
- (2) 捐款須於 **2018 年 7 月 31 日** 前存入指定銀行戶口：
匯豐銀行：580-149649-001
(為準時呈交「**使命夥伴 2018 總收支報告**」，單位應儘早完成存款。)
- (3) 除獲單位通知，**2018 年 8 月 1 日** 或以後收到之捐款將作救世軍一般捐款用途，故請各單位準時存入捐款。

(四) 申請活動開支

- (1) 如需要申索活動開支，請於[**使命夥伴 2018 總收支報告**]中詳列細項，連同開支單據正本一併呈交拓展部。支出將由財務部發放予有關單位。
- (2) 開支不可自行於捐款收入中扣除。

(五) 呈交捐款報告

單位需於 **2018 年 7 月 31 日** 或之前交回以下資料予拓展部：

- 使命夥伴 2018 總收支報告
- 銀行存款入數紙
- 正式捐款收據副本(粉紅色) 連同現金點算記錄 [釘裝成一套]
- 正式捐款收據簿 (已用及未用)



救世軍 港澳軍區
The Salvation Army
 Hong Kong and Macau Command

正式捐款收據
OFFICIAL DONATION RECEIPT

收據編號
 Receipt No. : **DR 000 000**

日期
 Date : ~~10 FEB 2014~~

茲收到

Received from : _____

捐款金額
 Amount

: 港幣HK\$ _____

捐款用途
 Purpose

: ~~克己運動~~基金 Self-Denial Fund

捐款港幣\$100或以上可申請扣減稅項。Donations of HK\$100 or above are tax deductible.



收款人
 Received by : _____

多謝 Thank you for your generosity.



救世軍 港澳軍區
The Salvation Army
 Hong Kong and Macau Command

正式捐款收據
OFFICIAL DONATION RECEIPT

收據編號
 Receipt No. : **DR 000 000**

日期
 Date : ~~10 FEB 2014~~

茲收到

Received from : _____

捐款金額
 Amount

: 港幣HK\$ _____

捐款用途
 Purpose

: ~~克己運動~~基金 Self-Denial Fund

捐款港幣\$100或以上可申請扣減稅項。Donations of HK\$100 or above are tax deductible.



收款人
 Received by : _____

多謝 Thank you for your generosity.

如有任何查詢，歡迎致電 2783 2326 與拓展部 June Lau 聯絡。



Partners in Mission 2018
Donation Handling Guidelines
Coin Box / Donation Envelope / One Day Salary a Month Envelope
(Applicable to Corps, Schools & Social Service Centres)

1. **Period of Collecting Donation:** 1 April 2018 to 30 June 2018
Upon counting of donations, the “Record of Donations Counting” should be completed. Binding with the Pink Copy of donation receipt as a set.

2. **Issuing Donation Receipt**
 - (i) Units are authorised by Development Department (DD) to use **Official Donation Receipt** (refer to (6) for details) for the Partners in Mission.
 - (ii) The form of “**Application for Donation Receipt**” should be completed and returned to DD by 2 March 2018. The promotional materials and receipt books will be ready for pick up at DD during 19 to 30 March.
 - (iii) This receipt will not be issued for any donation below \$100, unless the donor requests.
 - (iv) When issuing the receipt, please make sure to fill in below details:
 - Date of Donation
 - Name of Donor
 - Amount of Donation
 - Purpose of Donation: Partners in Mission Fund
 - Signature of Recipient
 - Chop of Units
 - (v) There are 3 copies of an Official Donation Receipt, the White copy to Donor; the Pink copy, bind with record of cash counting, and the Blue copy which remains in the book should be returned to DD after the appeal.
 - (vi) Distributed Official Donation Receipt can only be used for **Partners in Mission 2018** and not allowed for other purpose of donation.
 - (vii) ODSOM envelope is designed for reuse and be collected **every month**. Signature is required upon receipt of donation, and return to the donor for next dedication.
 - (viii) All Official Donation Receipt (used and unused) should be returned to DD by 31 July 2018 (Refer to (5) for details).

3. **Deposit of Donation**
 - (i) Units may follow present policy of deposit of donation.
 - (ii) Donation should be deposited into designated bank account by 31 July 2018:
HSBC : 580-149649-001
(To facilitate the submission of “Partners in Mission Income & Expenditure Report, please deposit the donation at earliest convenience)
 - (iii) Donation received after 1 August 2018 will be regarded as General Donation, unless the notice from Units is received.



4. **Application for Expenditure**

- (i) To apply for expenditure, please list out the particulars details in “**Partners in Mission Income & Expenditure Report**” and submit to DD with original receipts and invoices.
- (ii) Expenditure cannot be deducted directly from donations.

5. **Submission of Report**

Please submit the report together with the following documents to DD on or before 31 July 2018:

- Partners in Mission Income & Expenditure Report
- Bank-in Slip
- Pink Copies of issued donation receipt and record of cash counting
- Manual receipt books

6. **Tips on Issuing Donation Receipt**

- (i) Distributed Official Donation Receipt can only be used for Partners in Mission 2018 and not allowed for other purpose of donation.
- (ii) Donation Receipt book should be kept carefully by assigned staff.
- (iii) Expenditure cannot be deducted directly from donations.
- (iv) Do not mark any information on unused receipts. (Please refer to the sample above).

Should you have any query, please feel free to contact June Lau of DD on 2783 2326.